

ITEAMS STD Tier2 Ordering Guidelines



TEXAS
Health and Human
Services

Texas Department of State
Health Services



Bacterial Vaginosis/Trichomoniasis/Herpes Simplex Program (STD Tier2)

- ITEAMS is a continuing cycle. You cannot perform one function without completing the other transactions.
 - **Place Order**
 - **Packet Order: (Trichomoniasis)** Metronidazole 4 pill packets
 - **Bulk Order: (Bacterial Vaginosis)** Metronidazole 500mg #14's bottles
(Herpes Simplex Virus – Initial Outbreak) Valacyclovir 1gm #20's bottles
(Herpes Simplex Virus – Episodic Treatment) Valacyclovir 1gm #5's bottles
 - **Receive Orders** (Receiving Tab)
Bulk orders will add items to your inventory
Packet Orders are just acknowledged that the shipment was delivered, packet will not be added to your inventory. (Packet Orders are not included in ITEAMS inventory)
 - **Record Usage**
 - a. Doses Administered (product given at your facility)
 - b. Transfer Orders (product transferred to another facility)
 - c. Wasted/Expired (items unusable)
 - **Reconcile Inventory (MUST BE DONE EVERY 30 DAYS)**
 - STD Tier2 (Provider C-33)
- When submitting orders, include your full **First and Last Name**. If there are questions on an order, it will be easier to find the person that submitted it.
- Contact the Pharmacy Branch immediately once you determine a mistake has been made. Pharmacy is quick on processing orders.
(512) 776-7500 or ITEAMS.PharmacyHelpdesk@dshs.texas.gov
- **Do Not** use other employee's ITEAMS login information. Each user must have their own logins. A "New User" form will need to be completed and submitted to the appropriate Program Approver to obtain login access. Please use the same form to delete a user when no longer employed or utilizing ITEAMS.

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(Metronidazole 1gm) 4 pill packets are ordered under the “[Packet Order](#)” screen.

- 1) Patient ID boxes are left blank
- 2) Number of Packets = total number of packets you are requesting
- 3) **Metronidazole 1gm** will always be 4 Pills Per Packet
- 4) When you add your name, please put your full first/last name, that way if we have questions on your order, you are easily found

☐ Generate Patient ID
☐ Confirm Patient ID

Number of Packets

PACKET ORDER DETAIL

	Item ID - Description	Pills Per Packet	Total no. of pills
	50111033401STD2 - METRONIDAZOLE TAB 500MG	<input type="text" value="4"/> x	100
		4	100

☒ I have verified the address is correct.

☒ I have verified the hours of operations are correct.

 Submitted By x
 Save
Cancel

If you immediately realize that you have made an error, there is a chance you can correct it. From Packet Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. You can add, delete or change a drug line item.

SEARCH

Patient ID
 Order
Go

of 1
 Items /Page Go

Order	Patient ID	Date	Site	Site Name
684021-00		8/7/2017	00-000000000	Pharmacy Testing Site

Select

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STD Tier2 items that are ordered under the “**Bulk Order**” are:

Bacterial Vaginosis: Metronidazole 500mg #14’s

“Take 1 tablet twice daily for 7 days”

Herpes Simplex Virus, Initial Outbreak: Valacyclovir 1gm #20’s

“Take 1 tablet twice daily for 10 days”

Herpes Simplex Virus, Episodic Treatment: Valacyclovir 1gm #5’s

“Take 1 tablet daily for 5 days”

BULK ORDER DETAIL								
Item ID	Item Description	Unit Qty	UOM	Original Quantity Requested	Suggested Quantity	Pharmacy Ship Quantity (each)	Quantity Units Ordered	Special Instructions
50111033401STD2	METRONIDAZOLE TAB 500MG	100	BOT	0.0	0	<input type="text"/>	0.00	<input type="text"/>
46036000639STD2	GS PREGNANCY TEST ONE STEP SGL	1	BOX	0.0	0	<input type="text"/>	0.00	<input type="text"/>
45963055908STD2	VALACYCLOVIR HCL CPL 1GM	90	BOT	0.0	0	<input type="text"/>	0.00	<input type="text"/>

Special Instructions box: Elaborate specifically what you are requesting per line item. Ex: Metronidazole 500 #14’s “I need 4 bottles of 14’s” **OR** Valacyclovir 1gm “10btl’s of 20’s and 15btl’s of 5’s”

☒ I have verified the address is correct.

☒ I have verified the hours of operations are correct.

 Submitted By

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When requesting items under “[Bulk Order](#)”, quantities entered in the Pharmacy Ship Quantity (each) box should be in eaches. Example:

1 btl Metronidazole 500mg #14's = 14

4btl's Metronidazole 500mg #14's = 56

10btl's Valacyclovir 1gm #20's = 200

15btl's Valacyclovir 1gm #5's = 75

If you immediately realize that you have made an error, there is a chance you can correct it. From Bulk Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. With a Bulk Order, you can only change the quantity of a dug line item. You cannot add a drug or delete it. You will have to call the pharmacy.

DETAIL

Item Description	Unit Qty	UOM	Original Quantity Requested	Suggested Quantity	Pharmacy Ship Quantity (each)	Quantity Units Ordered	Special Instructions
METRONIDAZOLE TAB 500MG	100	BOT	0.0	0	56	0.56	I need 4 bottles of 14's
GS PREGNANCY TEST ONE STEP SGL	1	BOX	0.0	0		0.00	
VALACYCLOVIR HCL CPL 1GM	90	BOT	0.0	0	275	3.06	10btl's of 20's 15btl's of 5's

Special Instructions box: Elaborate specifically what you are requesting per line item.

Ex: Metronidazole 500 #14's “I need 4 bottles of 14's” **OR**

Valacyclovir 1gm “10btl's of 20's and 15btl's of 5's”

☐ I have verified the address is correct.

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 Submitted By


ITEAMS STD Tier2 Ordering Guidelines

RECONCILIATION

Reconcile inventory at least every 30-days. ITEAMS will keep track of the last reconcile date and will direct you to reconcile if you are over the 30-day time frame and attempting to place a Bulk Order. Prior to reconciling, all other transactions (Receiving, Doses Administered, Transfer Orders, Wasted/Expired) must be completed before entering the physical counts on the C-33 form.

Conduct an inventory of your drugs. Print the Tally Sheet under the Inventory Tab. Follow the items according to the list and check it against your physical inventory on your shelf. Any items that are on your shelf will need to be added into inventory by using the “Add Line” button on the receiving tab.

Tally Sheet

Date: ____/____/____		Site: STD T2 / 00-000000000			
					
Item ID	Description	Lot	Expiration	Physical Count	Comment
46036000639STD T2	GS PREGNANCY TEST ONE STEP SGL	654789	12/31/2099		
50111033401STD T2	METRONIDAZOLE TAB 500MG	321456	12/31/2099		
45963055908STD T2	VALACYCLOVIR HCL CPL 1GM	987321	12/31/2099		
<div>Print</div>					

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Once Transactions are completed, the Physical Count column on the C-33 form should match the on hand counts of drugs on your shelves.

Provider C-33

NEVER LEAVE THE PHYSICAL COUNT BOXES BLANK, once saving it ITEAMS will record it as Zero and delete the line item from your inventory. If for whatever reason the Physical Count is different from the Automated Total Amount, this amount is the difference of both totals and is considered as an Adjustment. You will then need to select a Reason for Adjustment from the drop down list. Then enter your full name and click on save.

Inventory Reconciliation

1. This page shows all activity since the last time you reconciled your inventory. Note the "Last Ran" date.
2. Complete all other transactions (Receiving, Transfers, Wasted/Expired, Doses Administered up to today) before entering your Physical Count.
3. In the Physical Count column, enter the number on-hand for each Item ID and lot.
4. If your physical count does not match the Automated Total Doses quantity, make sure that all orders have been received and all items that were distributed, transferred, wasted, or expired have been recorded. Return to and update those pages as needed.
5. If, after careful review, there is still a discrepancy between your on-hand count and the system count, enter the reason for the adjustment using the drop-down menu. The need for this should be minimal.
6. When all lines match or have been reconciled, enter your name and hit save at the bottom.

Effective immediately! When a user clicks SAVE on their Inventory: Provider C-33 screen all Items/lots with a zero balance will be removed! However, there are risks with this implementation. For example, if you do not follow the steps in the correct order in the web portal, you can delete items you need to record doses, complete transfers, or record wasted/expired. It is critical the user conduct the steps in the web portal exactly as outlined.

Last Ran 08/02/2017 15:00:26

Item Description	Item ID	Lot	Expiration	Expiration Alert	Automated Total Amount	Physical Count	Math Error	Adjustment	Reason for Adjustment
GS PREGNANCY TEST ONE STEP SGL	46036000639STD2	654789	12/31/2099		15	10	-5	5	Accounting Problem-Cause Unknown
GS PREGNANCY TEST ONE STEP SGL	46036000639STD2	CBA1345	12/31/2099		100	100	0	0	
METRONIDAZOLE TAB 500MG	50111033401STD2	321456	12/31/2099		500	500	0	0	
VALACYCLOVIR HCL CPL 1GM	45963055908STD2	654987	12/21/2099		950	950	0	0	
VALACYCLOVIR HCL CPL 1GM	45963055908STD2	987321	12/31/2099		275	275	0	0	
Group BV/Trich/HSV Total					1840	1835			

Vaccine Alert

Entered By
Save

SUMMARY OF RECONCILIATION

Step 1: Complete Appropriate transactions.

Receiving, Transfers, Wasted/Expired, Doses Administered

Step 2: Physical Inventory Count.

Print Tally Sheet and inventory drugs on shelves

Step 3: Reconcile: Record Physical counts on Provider C-33

Enter and save counts

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Doses Administered

Doses Administered are meds given to patients at your facility. You can record it daily, weekly, monthly. You will have to keep a tally of what has been given out. Upon recording, ITEAMS will deduct the amounts from inventory. Enter amounts in Units Distributed box in eaches, select a comment from the drop down list, enter full name in Entered By box, click save. This also will deduct from inventory.

UNITS DISTRIBUTED DATA ENTRY

1. Pay close attention to the Date Range on this screen.
2. Record your Units Distributed under the Quantity column.
3. Enter your name and click Save at the bottom.

Units Distributed for date range below:

From Date: 07/01/2017 To Date: 07/31/2017

Description	Item ID	Lot	Expiration		Comment	Error
GS PREGNANCY TEST ONE STEP SGL	46036000639STD2	654789	12/31/2099	<input type="text"/>	<input type="text" value="v"/>	
GS PREGNANCY TEST ONE STEP SGL	46036000639STD2	CBA1345	12/31/2099	<input type="text"/>	<input type="text" value="v"/>	
METRONIDAZOLE TAB 500MG	50111033401STD2	321456	12/31/2099	<input type="text"/>	<input type="text" value="v"/>	
VALACYCLOVIR HCL CPL 1GM	45963055908STD2	654987	12/21/2099	<input type="text"/>	<input type="text" value="v"/>	
VALACYCLOVIR HCL CPL 1GM	45963055908STD2	987321	12/31/2099	<input type="text"/>	<input type="text" value="v"/>	

Entered by:

[Save](#)

ITEAMS STD Tier2 Ordering Guidelines

Transfer Order

Transfer order is when meds are transferred to another facility. You will need to know the facility's Location Code/ID. Enter it in Location ID box, click go. ITEAMS will populate your site's inventory. Input Units to Transfer (eaches) and select a Reason for Transfer from the drop down list. Comment in box if needed, Type in full name in Transferred By box, click save. This will generate an order# and will appear at the other site to Receive in ITEAMS.

Why Transfer? Ex: if your facility has too much of a particular medication or a soon-to-expire medication and you would like to transfer to another site in your region who can use these medications. Make sure to communicate with the facility to ensure they are aware of the transfer and is transferred properly.

Transfer INSTRUCTIONS:

Note: Communicate with the provider who will be receiving the items. Confirm the address and hours of operation before shipping any item.

1. Enter the location code of the provider to whom you are transferring the product. Click Go.
2. From the items in your inventory, enter the number of items (in eaches) for each lot and the associated reason for transfer.
3. Add comments and your name.
4. Click Save.
5. Print a copy of the Transfer form to include as a packing list in the shipping package. Write the order number on the form.

[Historical Transac](#)

Click on the Historical Transactions link to the right to view items that you have transferred out of your office.

NOTE: Click Save only ONCE and please be patient while the transfer form is processed and displayed. If you click save more than once, duplicate transfers will occur. If needed, click on Historical Transactions link to verify the transfer and print the form to avoid duplicating transfer orders.

Transferring Vaccine To1

Location ID:

Provider Name: DSHS - Main Campus

Phone: 5125673785

Order Number: 685329

Order Date: 08/11/2017

Address T-607

Contact: Susan

Austin TX 78756

Item Number	Description	Lot	Expiration	Quantity on Hand	Units to Transfer	Reason For Transfer
45963055908STD2	VALACYCLOVIR HCL CPL 1GM	654987	12/21/2099	950	<input type="text" value="0"/>	** Please Select **
45963055908STD2	VALACYCLOVIR HCL CPL 1GM	987321	12/31/2099	275	<input type="text" value="0"/>	** Please Select **
46036000639STD2	GS PREGNANCY TEST ONE STEP SGL	654789	12/31/2099	15	<input type="text" value="0"/>	** Please Select **
46036000639STD2	GS PREGNANCY TEST ONE STEP SGL	CBA1345	12/31/2099	100	<input type="text" value="0"/>	** Please Select **
50111033401STD2	METRONIDAZOLE TAB 500MG	321456	12/31/2099	500	<input type="text" value="0"/>	** Please Select **

Comment:

Transferred By:

Click **ONCE** on the Save button.

ITEAMS STD Tier2 Ordering Guidelines

Wasted/Expired

Wasted/Expired is to record items that have been wasted or expired. Input the amount in the Doses box, select a reason from the drop down list, provide an explanation of loss and a prevent future losses explanation, Check the box, add your full name in the Approved By box.

Wasted and Expired Items

Every item must be accounted for.

1. From the items in your inventory, enter the number of items that were wasted or expired for each lot. Use the drop down to select the reason for the loss.
2. In the comment boxes, enter a thorough explanation of the loss and the steps that were taken to ensure that this does not happen again.
3. Check any applicable boxes for the training that was conducted in order to prevent further loss. At least one check box must be checked.
4. Enter your name and click Save.
5. If you are using the form as a packing slip, please mark through any items that you are *not* shipping back in that package.

[Historical Transactions](#)

Note: Because every item is now recorded, there may be cases that do not require extensive explanation and additional training (e.g. damaged vial, broken needle, etc.).

Item Number	Description	Lot	Expiration	UOM	Quantity	Doses	Reason
45963055908STD2	VALACYCLOVIR HCL CPL 1GM	654987	12/21/2099	BOT	950	<input type="text" value="0"/> x	** Please Select **
45963055908STD2	VALACYCLOVIR HCL CPL 1GM	987321	12/31/2099	BOT	275	<input type="text" value="0"/>	** Please Select **
46036000639STD2	GS PREGNANCY TEST ONE STEP SGL	654789	12/31/2099	BOX	15	<input type="text" value="0"/>	** Please Select **
46036000639STD2	GS PREGNANCY TEST ONE STEP SGL	CBA1345	12/31/2099	BOX	100	<input type="text" value="0"/>	** Please Select **
50111033401STD2	METRONIDAZOLE TAB 500MG	321456	12/31/2099	BOT	500	<input type="text" value="0"/>	** Please Select **

Explanation Of Loss

Prevent Future Losses

Check All That Apply ☐ See explanation in the "Prevent Future Losses" box.

Approved By

Save

ITEAMS STD Tier2 Ordering Guidelines

Receiving

Bulk orders will add items to your inventory.

Packet Orders are just acknowledged that the shipment was delivered, items will not add to your inventory.

Receiving Tab, select an order# from the drop down list. Verify all information is correct (Item, Lot#, Exp Date, Quantity).

Type in Full Name in Received By box, click save.

Note: when selecting the order# from the drop down list, DO NOT click on the GO button as well. There is a glitch that when both are clicked, ITEAMS will populate an error message: Please contact your support person with the following message; Invalid key value.

Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty	UOM	Lot	Expiration Date	Received Quantity	Tracking Number
<input type="checkbox"/>	VALACYCLOVIR HCL CPL 1GM	45963055908STD2	0.00	8/11/2017	90	BOT	654987	12/21/2099	50	C001021901
<input type="checkbox"/>	GS PREGNANCY TEST ONE STEP SGL	46036000639STD2	0.00	8/11/2017	1	BOX	654789	12/31/2099	10	C001021901
<input type="checkbox"/>	METRONIDAZOLE TAB 500MG	50111033401STD2	0.00	8/11/2017	100	BOT	321456	12/31/2099	56	C001021901

To check the status of an Order, click on the Tracking Number link (far right corner). ITEAMS will direct you to the LSO (Lone Star Overnight) website and will give you details of the shipping status.

To manually add items into your inventory, use the “Add Line” button. Select the NDC/Item ID from the drop down list. Enter Lot#, Exp Date, Quantity in eaches, and enter Full Name in Received by box. This will add the items to your inventory.

Item ID: **** Please Select ****

Lot:

Expiration Date:

Quantity:

Received By:

Save **Cancel**

ITEAMS STD Tier2 Ordering Guidelines

Diagnosis	Drug/Strength	Qty	Sig	Place Order Tab
Trichomoniasis	Metronidazole 500mg	4	Take all tabs at once	Packet Order
Bacterial Vaginosis	Metronidazole 500mg	14	Take 1 tablet twice daily for 7 days	Bulk Order
Herpes Simplex Virus, Initial Outbreak	Valacyclovir 1gm	20	Take 1 tablet twice daily for 10 days	Bulk Order
Herpes Simplex Virus, Episodic Treatment	Valacyclovir 1gm	5	Take 1 tablet daily for 5 days	Bulk Order